

**Weeks Public Library  
Trustees Meeting  
Minutes  
Tuesday, February 9, 2010  
4:30pm**

Present: Denise Grimse, Mark Fodero, Dale Rockefeller, Kate White, Ashlie O'Brien, Julie Gilston and Donnalee Brothers. Absent: Adele Wick

Meeting start time: 4:35 PM

1. Approve minutes: The minutes from the January meeting were accepted and approved after a correction was made.
2. Donations of \$822.00 were accepted by the Trustees.
3. Director's Report: The Directors report was read by the Trustees. Highlights in the report were that there are more participants in the programs that are offered. A CLIF Grant was submitted, this grant allows for the purchase of children's books. The auditors will be at the Library beginning March 9, 2010.
4. Sign Checks: Checks were signed by Kate White.
5. Old business:
  - a. Mission Statement: Our mission statement was read by the Trustees. We decided to take it home and bring it to our next meeting with any changes or ideas.
  - b. Funds for New Catalog System were reviewed.
6. New items:
  - a. Revised Quote for New Catalog System was reviewed. There was a better quote in price \$3195 compared to the initial quote of \$4995.
  - b. Budget Meeting Review was discussed.
  - c. Fundraising Ideas were discussed, including a virtual brick idea that was given to Denise.
7. Other: There are numerous DVD's missing from the collection. The trustees and Denise discussed some ways to safe guard the DVD's from theft. One idea was keeping them behind the desk. This will be discussed further.
8. Next meeting: the next meeting will be on March 16<sup>th</sup> 2010 at 4:30pm. Please bring your ideas about the mission statement to this meeting.

Adjourn time:

**Director's Report follows.**

# Weeks Public Library Director's Report February 2010

	Circulation		Change	Number of Programs		Program Attendance		Downloadable Books	
	2010	2009		2010	2009	2010	2009	2010	2009
<b>January</b>	2,917	3,025	-3.57%	18	18	189	155	84	56

**Donations:** \$822.00

**Programming:** The number of programs offered in January remained the same as last year but different programs were offered, attracting more participants. The Friday Flick attracted 18 children and parents and the Winter Wonderland day was popular with 39 participants. February programs offered so far have been well attended. A candy workshop, Valentine crafts, a teen movie night and an after-school Valentine movie and craft program are planned the Valentine's Day holiday. February vacation week will feature drop-in crafts all week, a penguin movie and craft night and a one stroke painting class. The Friends will host their second NHHC lecture in March featuring Rebecca Rule. The final schedule for the Big Read includes the scholar led book discussion, a viewing of the movie, a lecture on defense attorneys and a lecture on birds in NH. Several students in Ms. Prieto's Language Arts class will participate in the Big Read along with an English class from Portsmouth High. Only three seacoast libraries are participating in the Big Read: Weeks Public, Kensington and North Hampton.

**Meetings, Workshops and Conferences:**

1/5 CLOS: Susan MacDonald – Met with other Children's Librarians from the Seacoast area and shared programming ideas and solicited suggestions for Great Stone Face titles.

1/6 Social Security Online Training: Denise Grimse – Attended this training session at Portsmouth Library. Social Security is directing people who are considering retirement within the next few years to their local libraries for help with their online registration service.

1/8 Great Stone Face: Susan MacDonald – Met with others on the committee to share reviews of books read, to discuss censorship issues raised by some of the titles and to select more titles for members to read.

1/9 Budget Committee Meeting: Denise Grimse, Kate White, Dale Rockefeller, Julie Gilston – Presented 2010 budget.

1/11 Friends: Denise Grimse – The plant sale will be the focus of the next few meetings. Lots of help is needed.

1/14 Quick Books Class: Denise Grimse – Met with other librarians in search of tips to simplify financial reporting.

1/27 Budget Committee Meeting: Denise Grimse, Adele Wick, Julie Gilston, Mark Fodero, Donalee Brothers, Sharon Taylor and Susan MacDonald – Answered questions about the budget.

1/28 YALS: Sharon Taylor – Talked about summer reading program plans, new books and Flume titles with other Teen Librarians.

1/29 Seacoast COOP meeting: Denise Grimse – Met in Rye with other Seacoast Directors to plan the monthly sessions for 2010. Department of Labor regulations were also discussed including payroll schedule changes and Joint Loss Committees and a safety program for employers with 5 or more employees.

**Grant:** CLiF (The Children’s Literacy Foundation) Grant was submitted. The non-profit organization’s mission is to help nurture a love of reading and writing among children throughout New Hampshire and Vermont. The grant allows small rural public libraries to purchase new high-quality children’s books to revitalize collections for children from birth to age 12. Grant recipients select the titles from a list and books are presented to the community at a storytelling event at the local school. Our grant was submitted to meet the February 1 deadline for the first round of 2010 grants. Recipients will be notified by February 26.

**2009 Audit:** The auditors will be here beginning March 9, 2010.

Respectfully submitted,  
Denise Grimse, Director